

BROOKLYN VILLAGE BOARD MEETING MINUTES

August 10, 2015

The Aug 10, 2015, Village Board meeting of the Village of Brooklyn was called to order at 6:33 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Heather Kirkpatrick, Todd Klahn and Sue McCallum. Trustees Russell Cazier and Zach Leavy were absent. Others present were Clerk Strause, Brit Springer, Rob Kovach, Nadine Walsten. All stood for the Pledge of Allegiance.

Public Comments-Brit Springer, owner of recreation's website domain which is on the agenda later, gave the history of the need and creation of the website. The website is solely for recreation with a link back to the village website. The Village Board approved this arrangement in Sept 2012 that Moonlight Designs Studio would control and own it so the line of ownership is very clear. Springer stated some weeks she spends ten hours a week or more working on the website. March to August is a high period with constant updating. The Recreation Committee has greatly expanded their offerings in the Village with August being the only month with no event. **Rob Kovach** reported he is still dealing with cat issues but is changing practices using what is suggested of best practices tracked as offered by the Humane Society of the U.S. The WI Federated Humane Societies, Inc, is conducting a Badger State Conference in Madison on Sept 24th. Kovach handed out fliers for registration. **Nadine Walsten** addressed the Board with concerns regarding Kim Brewer's abrupt resignation stating it should be a red flag that something needs to be done to find out what is happening. Walsten stated Brewer's resignation is a tremendous loss to the Village as she is talented, a skillful deputy clerk with experience and ethical conduct. Walsten recommended Brewer be given an exit interview with no reprisal. Walsten continued that she understands that Trustee McCallum is a Town clerk elsewhere and taking training classes and if she has any interest in applying for this position, she must immediately recuse herself from the Personnel Committee and the Board so there is no conflict of interest. Walsten also questioned the outcome of the lawsuit filed by Trustee McCallum against former Trustee McNaughton which has not been brought to the Village Board for awareness or resolution.

Trustee Kirkpatrick moved, second Smith, carried to approve the Village Board minutes of 7-13-15. Trustee McCallum abstained.

President Hawkey stated she received Deputy Clerk-Treas Brewer's resignation on July 31st and asked her if she needed different hours or more money as she is a vital part of this community. Brewer stated she didn't want either. There was never any question how she did her work or any conflicts and she will be really missed. Hawkey stated she made contact with the attorney over a personnel file question. Recodification has been completed with the book delivered. A hearing will be held in Sept on the entire Code of Ordinances. Hawkey stated she has been contacted and volunteers are needed to work a vendor booth one day with Belleville reps at the World Dairy Expo which is held Sept 29-Oct 3rd. Volunteers need to register the time they wish to work.

Clerk Strause gave the monthly June financials with income of \$86,175.23, expenses \$83,697.52, and a combined end of month balance of \$1,385,943.83 for all funds. The Dane County Supervisory District 37 will become District 31 in the Village so that the entire Village will be in one Supervisory District. The Dane County Board will be voting on this. The land is in TID#2.

SAFETY-Chief Barger's "After-Action report" for July 4th was reviewed and will be put in the file for next year. All went well. The committee discussed cost analysis for having two officers on at the same time for Labor Day weekend event for evening hours but found to be cost prohibitive. Hours will be discussed for the 2016 budget. The Labor Day organizers will be asked to have two officers to help with the event. 2016 Budget work will be reviewed at the Sept meeting. Chief's report was in packets for further review.

NEW BUSINESS: Klahn moved, second Smith, carried to accept the **resignation of Deputy Clerk-Treas., Kim Brewer**, effective 8-12-2015. Trustee McCallum abstained. Trustee Smith moved, second Klahn, carried to **fill the position**. Trustee McCallum abstained. Smith moved, second Klahn, carried to approve the **updated Deputy Clerk-Treas. job description**. McCallum abstained. Trustee Smith moved, second Klahn, to **approve the posting notice** posting in the Oregon Observer, WI State Journal, WMCA, WI Rural Water, League of Municipalities, WDWD, and the Village's website. Klahn moved, second Kirkpatrick, carried to amend the motion to extend the deadline for applications and the time to Sept 11th at 4:30 p.m. to the Clerk's Office. Trustee McCallum abstained. Voting on the original motion carried with Trustee McCallum abstaining.

Trustee Smith moved, second Klahn, carried to approve the **wage range of \$15-\$18**. Trustee McCallum abstained. President Hawkey reported three people have agreed to be on the **interview committee**: Levi Cutler, resident, Mike Zagrodnik, Village's insurance agent, and Mary Austin, retired deputy clerk-treas. A Board member or someone from police and public works could be added. The top three from the interview committee would go directly to the Village Board for final interviews. Trustee Klahn moved, second Smith to approve the three as stated and add others to the panel at the next meeting. Kim will fill in if needed until hiring. As Brewer has agreed to come back for special projects, Trustee Smith moved, second Klahn, carried to approve Brewer coming in at her leisure to work on special projects until the position is filled. If this is not enough coverage, Clerk Strause will contact Trustee Klahn to discuss further. Trustee McCallum abstained. Hawkey suggested the phone be answered at designated times to alleviate many interruptions.

Per the Safety Committee recommendation, Trustee McCallum moved, second Smith, carried to **approve a new "Class B" beer and liquor license for Patas & Brain, LLC, DBA Angelo's, Patrick Augustine, Agent, 233 Douglas Dr.** Smith moved, second Kirkpatrick, carried to approve a soda water license for same. Trustee McCallum reported the committee reviewed but did not **approve the operator licenses for the Labor Day weekend event** because there was no proof that any of them had taken the online Beverage Server Course and the last three (Stephens, Boettcher, & Diehl) as listed on the agenda did not make the Safety Committee agenda on time. The new Special Events Policy requires the beverage server certification in order for a temporary license to be issued. McCallum stated someone at all times has to be present where serving occurs. Clerk Strause commented previously that the section in the new policy requiring the beverage server course was not required by the State and should be removed from the policy. After researching St. Stats today, Sec 125.26(6) details Temporary Class "B" licenses and Sec 125.17(4) refers to "Temporary Operator Licenses", with reference to Stats 125.04(5)(d)(3)(c) which exempts volunteers from taking the beverage server training. Trustee Klahn moved, second Smith, carried to approve all as listed pending background check confirmation from Chief Barger on the last three as stated previously. McCallum moved, second Smith, carried to **approve the Class "B" Picnic Beer license for the Sno Hornets, Inc, for Labor Day weekend, Sept 4-7, 2015**. Klahn moved, second Smith, carried to **extend park hours for a 1 a.m. closing**. Klahn moved, second Smith, carried to approve a **sound permit until midnight** the same dates.

UNFINISHED BUSINESS-EDC- Kirkpatrick gave an update on broker contacts and her discussion with the broker about their website regarding the Village's listing. Exposure at the World Dairy Expo and the InBusiness Expo was discussed. Village broker will be present at both. The Village's time slot is on Thursday, October 1st. Clerk will send link to all Board members to sign up. Volunteers are also needed for the InBusiness expo. In the absence of Trustee Cazier who is **researching email archival/backup services**, Trustee Klahn reported Cazier has contacted a Middleton group that appears could do this service for less cost than previously discussed. Cazier also has a relative that does this service and has offered to link in from his office in Lacrosse to do the work needed. Both contacts were talking three hours or less to archive. Cazier will do more research and come back to the next finance meeting. Clerk Strause stated the **property transfer and bio-retention maintenance agreement between the school and Village** is still not complete and will continue to get the minor changes requested done. President Hawkey announced the **Ordinance book recodification is now complete** pending a hearing with books delivered last week. Klahn moved, second Smith, carried to have the Public Hearing on Sept 14th at 6:30 p.m. Hawkey acknowledged Clerk Strause for getting this project completed. The final cost owed to Municipal Code is \$12,290.85 with charges of \$3240 for 162 excess pages over the 2007 contract, \$2760 for update fee, and \$430 for 43 images/graphics in addition to the balance of the original contract cost at \$5800 + freight cost. Klahn moved, second Smith, carried to forego the first reading of the Ordinance for Adoption of the Village Ordinances (in Board packets) with the second reading after the hearing for adoption. A fee for service schedule is needed yet to be adopted and placed in the ordinance book. Clerk Strause said this has been worked on over the years and she will email to Trustee Smith for it to be updated and completed.

Survey results for the monthly newsletter and the 6 pm siren were tabulated by President Hawkey and emailed to all board members for further review. There were 82 responses for the siren with 11 wanting it turned off and 69 leave it on, with 2 marked n/a. There were 90 responses for the newsletter with 1 n/a, 66 want it mailed and 30 do not want it mailed. This will be placed on the Sept agenda for a vote on whether to continue the 6 pm siren and mailing the monthly newsletter. EDC will look at possibly utilizing business ads in the newsletter to defray some of the cost.

CONSENT AGENDA: Klahn moved, second Smith, carried to pay all bills as presented.

COMMITTEE REPORTS-Electronic Media had no quorum on Aug 3. **Planning and Zoning** did not meet in July with a scheduled meeting August 24. **Ordinance** had no meeting in August but will meet Sept 1st.

Fire/EMS-Hawkey reported there was an unsuccessful effort to get various districts together to discuss what others are doing for recruitment as all volunteer departments are seeing a trend of a shortage of volunteers. EMS' budget is expected to go up \$75-\$100,000 (Village share) which will be a real impact on the 2016 budget. Hawkey will check on current staff and hours worked before the next meeting. Trustee McCallum reported on a new Community Paramedicine program that is being used in Madison where paramedics are trying to avert unnecessary emergency room visits and hospital stays by visiting patients before a real need occurs. As this is a pilot program, payment for these services is hoped to come through Medicaid or insurance companies. Hawkey continued the money saved from the refinancing may be applied on the 2016 budget. Receiving the Fire/EMS budgets earlier is desired but the contract states the first Wed in October. Volunteer coverage at this time is unrealistic as training is about 400+ hours for basic EMT skills. Next Fire/EMS meeting date may be on August 27th. **EDC** did not meet in July but will meet Aug 13. McCallum stated she wanted to come to the meeting to discuss marketing the BBC. A TIF policy and developer agreements will be on the agenda along with CDBG milestones.

Recreation – No quorum for last Thursday's meeting. The **summer program is completed and was very successful** ending with a picnic in the park on Aug 6th. Brit Springer said the kids and parents were very excited and praised the program for its organization and learning opportunities which included horse riding lessons and community projects. Springer had a photo booth at the picnic which the kids were enthused about. Discussion on **ownership of domain for the recreation committee's website** continued. Trustee McCallum stated the website is owned by Moonlight Designs Studio and asked why it is not owned by the Village. As stated previously, the Board approved this ownership on Sept 18 2012 to be linked to the Village website. Springer stated the website is powered by and owned by her with many hours of donated time. Effectively this is a partnership specifically for recreation. McCallum continued if something happens to Moonlight Designs, the Village does not have any control or would be shut down. Springer said her husband would be the backup person in her absence. McCallum stated the website opportunity was not opened up for other volunteers that may want to also provide services. Trustee Klahn stated this is a small niche that somebody is very good at volunteering her time and is not open for others. All of the recreation committee's activities are on this website. Springer said she waits until the committee authorizes an activity before going live on the website. There is open dialog with the committee. Trustee Smith suggested a contract so that if something happens, protocol is in place. Klahn said he liked that approach in the event Springer is no longer available for whatever reason, the domain would be shifted to the Village. Klahn continued the Village is winning and gaining by Springer's work on the website. Trustee Kirkpatrick acknowledged the level of service and gift the Village has received to probably be over \$200,000 with the question being what happens at a point in time. Trustee Klahn moved, second Smith to have Springer create a proposal for continuation of the recreation website between Springer (Moonlight Designs) and the Village on what will happen once generosity is done so the site continues to run. Klahn moved, second Smith, carried to amend the motion to send to the recreation committee for proposal creation and continuation of the website if something happens to Moonlight Designs. Voting on the original motion carried. An archival system for open records on recreation's website will be on the next agenda also. **Emergency Management** did not meet. Trustees Kirkpatrick, Leavy, Cazier need to complete NIMS training within the next few months and can contact Leif Spilde to accomplish this. **Personnel** met and did evaluations of department heads and clerk's job description. The Clerk-Treas position will be advertised starting in January to hire by May 1st so that Clerk Strause can train the new employee for three months before she retires August 1, 2016. Extra help for the Clerk's office will be put in the budget for further discussion. **Finance** met 8-5. Strause stated all proposed 2016 budget reports have been given to department heads with all told there will be a "0" increase. Priority projects should be listed. Hawkey stated a budget projection will be worked on adding an increase for fire/EMS and senior center. Health insurance costs will not be known timely. The Clerk's office will be closed Aug 19-21 as the Clerk will be attending the annual Clerk's conference. At 9:07 p.m., Trustee Smith moved, second Klahn, carried to **convene to closed session pursuant to WI Stats 19.85 (1)(e) to deliberate or negotiate the possible purchase of public properties**. At 9:14 p.m., Smith moved, second Klahn, carried to convene to open session. Hawkey moved, second Klahn, carried to **purchase Lot 1, CSM 352, 302 S Rutland, owned by Landmark, Parcel #23109-0138.1** for \$40,000 with funds taken from the restitution fund. Hawkey moved, second Klahn, to have 2015 taxes payable 2016 prorated for eight months.

McCallum moved, second Smith, carried to adjourn at 9:15 p.m.

Carol A Strause, MMC/WCMC/CMTW